

TO: Special Milk Program Sponsors

FROM: Child Nutrition Programs, SDE

SUBJECT: Sponsor Renewal Letter for Fiscal Year 2008 – 2009

DATE: April 10, 2008

It is renewal time for all 2008-2009 School Nutrition Programs. All required forms are available on the State Department of Education Child Nutrition Homepage at <http://www.sde.idaho.gov/child/> . At this website, choose Special Milk Program and then choose Documents for Sponsor Use.

Please read the REVISED instructions carefully to complete the renewal process. Some forms must be **mailed** because the form requires an **original signature**.

Information at the website includes:

- Application Renewal letter, Instructions and Checklist
- Renewal Agreement
- Free Milk Application and related information
- Income Guidelines (for your use – do not send to parents)
- User Authorization Form
- Public Release

The renewal forms **MUST** be completed and mailed by **May 9, 2008**. If this packet has not been received by **July 1, 2008**, reimbursement will be held in accordance with Federal Regulation 210, 215 and 220. Keep in mind the 60-day Federal reimbursement deadline.

If you have any changes or additions at any time during the 2008 - 2009 school year, you must update your sponsor and site applications on CNP 2000.

DO NOT USE LAST YEAR'S PARENT LETTER, FREE MILK APPLICATION OR PRESS RELEASE! The income guidelines change each year and **ALL FORMS** have been revised for 2008-09 to meet USDA requirements. You must have any Free Milk Application form you develop approved by SDE before printing.

PLEASE MAKE A COPY OF ALL MATERIALS FOR YOUR RECORDS BEFORE MAILING ORIGINALS TO THE CHILD NUTRITION DEPARTMENT.

SOME ADDITIONAL NOTES:

1. The most up-to-date version of the Idaho School Food Service Manual is available on the CNP website.
2. Civil Rights. Sponsors are required to include a nondiscrimination statement on all correspondence distributed to the public. Refer to Chapter 21 of the Idaho School Food Service Manual for complete details and the correct non-discrimination statement to use. **You are required to have a complaint procedure and complaint log in place in the event you receive a civil rights complaint.**
3. For additional information regarding the Special Milk Program refer to Chapter 24 of the Idaho School Food Service Manual.

After your application is approved, you will receive a confirmation letter. Approval is a lengthy process therefore sponsors may not receive approval letters prior to July 1, 2008.

After you have received your approval letter, you can refer to the Reporting Information for 2008-2009 on the website.

If you have any questions about the application materials or need more information, please call (208) 332-6820.

HAVE A HAPPY AND SUCCESSFUL YEAR!